

**Facilities Management Environmental Health and Safety Committee**

Meeting Notes

Tuesday, May 14, 2024

1:30 PM

CSB Training Room 511

<p><b>Present:</b>                  Balbeer Singh, Environmental (NSGEU 99, Co-Chair)                  Darrell Boutilier, Operations (DPMG, Co-Chair)</p> <p>Craig Arthur, FM AVP (Acting)</p> <p>Arthur Walsh, Finance &amp; Admin (DPMG)                  Gordon Rines, Trades (DPMG)                  Mike Simms, Project Manager (DPMG)                  Nick Taylor, Project Manager (DPMG)                  Valerie Borgal, Custodial (DPMG)</p> <p>Brad Smith, Trades (NSGEU 99)                  Cherstin MacMillan (NSGEU 77)                  Kirk Dexter, Planning (NSGEU 77)                  Sam Spears, Custodial (NSGEU 99)</p> <p>Camille Simpson, EHS Office                  Scott McPherson, EHS Office                  Steve Beaton, EHS Office</p> <p>Natalie Shires, Minute Taker</p>	<p><b>Regrets:</b>                  Brett Nelson, AC (NSGEU 99)                  Gail Best, Trades (NSGEU 99)                  Trevor Morine, Trades (DPMG)                  Vera Sampson, Custodial (NSGEU 99)</p> <p><b>Absent:</b>                  Vacant, Security (NSGEU 99)</p>
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	Action By	Due Date
<p><b>1. Call to Order / Approval of Agenda</b>                      The meeting was called to order at 1:33 PM and was chaired by Balbeer Singh. Guest Steve Beaton, recently appointed Acting Executive Director of the EHS Office, was welcomed by the group. Camille Simpson from the EHS Office attended in place of Mick Boyd.</p>		
<p><b>2. Approval of Minutes</b>                      The minutes from the <b>April 9, 2024</b>, meeting were approved as circulated.</p>		
<p><b>3. Outstanding Items from Previous Meetings</b></p>		
<p><b>3.1 EHS Office Update</b></p>		

<p><b>3.1.1 New Monthly Updates</b> The safety program review is ongoing.</p> <p><b>SWPs</b> currently found on the FM Safety webpage are under review and being updated by the EHS office. This is an ongoing exercise. These documents will be moved to the <a href="#">EHS Industrial Safety MyDal page</a> (login required) as they become finalized and old versions removed from the FM webpage.</p> <p><b>Radiation safety training</b> on May 8<sup>th</sup> went well. The EHS Office continues work in developing a TDG training course for labs and PIs.</p> <p>CBT is being developed for a <b>Biohazard Materials and Equipment</b> course. Still in testing phase. Audits are ongoing.</p> <p>The EHS Office is working on additional <b>Chemical</b> specific resources and guidance in best handling practices for specific chemicals (e.g. hydrofluoric acid HF, picric acid, etc).</p> <p><b>Fire and Life Safety</b> continues to work with Security and Accessibility in developing a shelter in place plan which includes emergency procedures, maps and plans for areas of refuge. Signage will be erected in due course. Truro fire inspections are happening soon.</p> <p><b>Industrial Safety</b> - Hot Work, Electrical, Contractor Safety, Lifting Above and Below the Hook, and Portable Ladders programs are all recommended <b>toolbox discussion topics</b> recommended by the EHS Office. Utility room inspections are up and running after a brief delay due to restructuring. Reports will be sent to Gordie Rines.</p>		
<p><b>3.2 Safety Committee Training</b> Copies of training certificates should be sent to Marcia Munroe (<a href="mailto:mr726825@dal.ca">mr726825@dal.ca</a>).</p>		
<p><b>3.2.1 CCOHS Course – Health and Safety Committees</b> Brad Smith (Trades) reported that he has completed the CCOHS Health and Safety Committee Course, as well as the five priority courses recommended by the EHS Office.</p> <p>Members are encouraged to complete the CCOHS Health and Safety Committee course (and other courses recommended by the EHS Office) as follows:</p> <p><a href="#">Canadian Centre for Occupational Health and Safety (CCOHS)</a> - Navigate to the page, click on “All Courses (Alphabetical)” and a list of various courses will come up. The EHS office suggests the following courses as priority:</p> <ol style="list-style-type: none"> <li>1 Health and Safety Committees;</li> <li>2 Workplace Inspections;</li> <li>3 Due Diligence in Occupational Health and Safety;</li> <li>4 Accident Investigation; and</li> <li>5 Hazard Identification, Assessment and Control</li> </ol>		
<p><b>3.2.2 CCOHS Course - Workplace Inspection Training</b> No update. (Digitized Site Safety Observation app is available on cell phones for the Projects group. Trades shops have access via QR codes. The CCOHS program is not yet available.)</p>		

<b>3.3 FM Safety Training Progress Report</b>						
<b>Training Type</b>	<b>Have*</b>	<b>Scheduled</b>	<b>Not Yet Scheduled</b>	<b>TOTAL</b>		
Arc Flash Awareness	15		9	24		
Asbestos Awareness	90			90		
Confined Space (Entry & Attendant)	40		34	74		
Fall Protection	73	5	13	91		
Fundamentals of Rigging	6		9	15		
Lift Training (EWP)	46	30	2	78		
Lock-out/Tag-out			64	64		
Respirator Fit Test			TBD	0		
Scaffold User (End Frame, 1 day)	39		30	69		
Scaffold User (Inspection, 2 days)	N/A			0		
Scaffold Erector	8			8		
<p>*denotes training is completed and not expired</p> <p>Arthur noted that Lock-out/Tag-out training is a priority. This training is done internally by FM. The EHS Office has not yet developed a program for this training but would welcome the opportunity to review the current FM program.</p> <p>Gordie regularly meets with Marcia Munroe and Mary Jane Webber to assess future needs and schedule as needed. Training for FM Projects Managers should be arranged by the Director.</p>						
<p><b>3.4 KPI's – Toolbox Meeting Compliance</b></p> <p>Darrell presented the spreadsheet supervisors are populating to the group and noted that tracking is going well with all supervisors/managers reporting regularly on toolbox meetings being held. The EHS Office continues to recommend topics for these sessions.</p>						
<p><b>3.5 Rescue Team Resurrection</b></p> <p>Gordie reported no update. Weighing of cost of training and upgrading of equipment against value of having the team continues. He will provide an update in due course.</p> <p><b>Action: Gordie and Arthur will meet with David MacDonald (FM Finance) to assess and report back to the Committee.</b></p>					Gordie / Arthur	Next meeting
<p><b>3.6 Grounds Shop - Directional Driving Signage in Lane</b></p> <p>Darrell reported that a gate has been installed halfway through the lane but is not yet operational. The gate can be remote-controlled or can be lifted using a keycode. Signage will be erected once it is operational, including signage stating no pedestrian throughway permitted.</p> <p><b>Action: Darrell will update the group once the gate becomes fully operational.</b></p>					Darrell	Next meeting
<p><b>3.7 Electric Scooters (EHS Office)</b></p> <p>No update. (The EHS Office Safety Snippet video on Scooters and Electric Bikes will not be available until Spring.)</p> <p><b>Action: The EHS Office will advise when snippet(s) becomes available.</b></p>					EHS Office	As available

<p><b>3.8 DalSafe App/Safety app (EHS Office)</b>  No update. (Security is still working on the implementation of the Accident/Incident Reporting App on the DalSafe App.)</p> <p><b>Action: The EHS Office will advise when the Accident/Incident App becomes available on the DalSafe App.</b></p>	EHS Office	As available
<p><b>3.9 Sherriff Hall (new Eddy) – Shower Mold/Leak Issue</b>  Sam reported that the scope of work being done this summer includes the 2<sup>nd</sup> and 3<sup>rd</sup> floors, but not the 1<sup>st</sup> and 4<sup>th</sup> floors. A larger fan is also being installed on the roof to promote better air circulation.</p> <p><b>Action: Gordie to follow-up with Mateo at the end of summer. Sam to report if the situation worsens in the meantime.</b></p>	Gordie / Sam	Fall 2024 or sooner if needed
<p><b>3.10 Eye Wash Stations at CHEB</b>  Mike indicated he spoke with Steve Beaton and they determined that the bladders in the eyewash stations require replacement. It was decided to dispose of these units as they are not worth replacing the bladder and there is no place suitable to store them.</p> <p><b>Decision: It was agreed that this item can be removed from the agenda.</b></p>		
<p><b>3.11 Unlabeled Sump-pits in CHEB</b>  Brad and Scott confirmed that the sump-pits in CHEB require labeling. Once labels have been produced, they will be applied as appropriate.</p> <p><b>Action: Brad to report back to the group once labels have been applied.</b></p>	Brad	Next meeting
<p><b>3.12 Stripping/Waxing Procedures for Asbestos Floor Tiles</b>  Scott confirmed that a draft procedure has been written. He will review with Mike Campbell and report back to the group.</p> <p><b>Action: The EHS Office will review the draft with Mike Campbell.</b></p>	EHS Office	Next meeting
<p><b>3.13 Contractors Drilling in LSC</b>  Mike confirmed with other PMs that any work they have done or arranged was done with the appropriate HEPA filters in place. It could not be determined who else was performing the drilling work Gail reported. Gordie will ask Breton and Tim if they are aware of any work being done in the building. He will also seek more information regarding location from Gail.</p> <p><b>Action: Gordie will investigate further with Breton, Tim and Gail and report back.</b></p>	Gordie	Next meeting
<p><b>3.14 Confined Gas Space Detectors</b>  Gordie ordered two new gas detectors for FM. These will be labelled as property of FM and stored at the EHS Office where Trades can retrieve them as needed. The EHS Office offered training on use by request.</p> <p><b>Action: Gordie will confirm once the new detectors are available for use.</b></p>	Gordie	Next meeting

<p><b>3.15 Workspace Inspection Sheets</b> The EHS Office reported that finalization of the Workspace Inspection Sheet continues. ETA is set as Fall 2024. In the meantime, Trades can scan the QR code for relevant sheets as have been made available in shops. They can also be accessed as MS forms from the EHS MyDal page.</p> <p>Scheduling of inspections by the Safety Committee will be added to the September agenda.</p>		
<p><b>3.16 Evacuation Signage in Buildings at the AC</b> Nick is working with Mike Ellis to have the floor plans updated and uniform signage erected.</p> <p><b>Action: Nick will report back once this work has been completed</b></p>	Nick	As available
<p><b>4. New Business</b></p>		
<ul style="list-style-type: none"> <li>• <b>“Danger” vs “Caution” tape</b> – Brad asked the difference between Danger and Caution tape when used as a barrier to keep others from accessing a work area. The EHS Office noted that there is no difference to the public but “Danger” tape makes a better statement. This would make a good toolbox topic.</li> <li>• <b>Pro-Palestine Encampment at Studley</b> – It was noted that a very peaceful and safe demonstration encampment has been set up in front of the Hicks. There is no plan to ask them to move during convocation. Dal community members are asked to be respectful and navigate around the area. Report concerns to supervisors/security as may be needed.</li> <li>• <b>Homeless Encampment at Sexton</b> – Members of the encampment near lower campus have been taping over outdoor lights “so they can sleep.”</li> <li>• <b>Construction on Campus during Encampment activity</b> – It was asked whether Security will be increased in areas of construction and/or during generator use during shutdowns, etc., given the rise in encampment activity on campus. Darrell will contact Brad Nicholson at Security to inquire about their strategy.</li> </ul> <p><b>Action: Darrell will talk to Security about strategy.</b></p>	Darrell	Next meeting
<p><b>5. Review of Incident Statistics</b> Seven incidents were reported in April and three more added from March for a total of 10.</p> <p>3 Trades; 7 Custodial</p>		
<p><b>6. Safety Committee Training Video (EHS Office) –</b> Safety training video - <a href="#">EH&amp;S Safety Snippet – Tick Safety (youtube.com)</a> – EHS Office Safety Snippet. Link provided here for those who wish to share or review.</p>		
<p><b>7. Adjournment</b> The meeting adjourned at 2:27 PM.</p>		
<p><b>Next Meeting</b> The next meeting is scheduled for <b>June 18, 2024, at 1:30 PM in the CSB Training Room.</b> This will be the last meeting before the committee breaks for summer. Meetings will resume in September.</p>		